

DELTA PROTECTION COMMISSION

14215 RIVER ROAD

P.O. BOX 530

WALNUT GROVE, CA 95690

Phone (916) 776-2290

FAX (916) 776-2293

E-Mail: dpc@citlink.net Home Page: www.delta.ca.gov

**NOTICE OF SPECIAL MEETING OF THE DELTA PROTECTION
COMMISSION TO DISCUSS STRATEGIC PLANNING****Thursday, February 24, 2000****6:30 p.m.****Jean Harvie Community Center
14273 River Road, Walnut Grove**

1. **Call to Order.**
Introduction of Meeting Facilitator: Dale Flowers, Dale Flowers Associates.
2. **Discussion by Commissioners.**
3. **Affirm Strategic Direction.**
4. **Development of Next Steps.**
5. **Public Comments.**
6. **Adjourn.**

Budget and Finance Committee: (Pat McCarty, Chair) will meet at 4 pm on Tuesday, February 22, 2000 at the McCarty Company, 3031 W. March Lane, Suite 224 West, Stockton. The purpose of the meeting is to discuss the Commission's budget and work plan for FY 1999-2000 and FY 2000-2001.

CALFED Subcommittee: (Steve Mello, Chair) will meet at 4 pm on Wednesday, March 1, 2000 at Mello Farms, 13941 River Road, Walnut Grove. The purpose of the meeting is to discuss the Governance proposal.

To: Delta Protection Commission

From: Margit Aramburu, Executive Director

Subject: Background Material for February 24, 2000 Strategic Planning Meeting.

Background:

The previous administration required all agencies to prepare a strategic plan, as a tool for fiscal planning. Because the Commission's legislation had a sunset date of January 1, 1999, the Commission sought and received a waiver of this requirement.

The Commission's sunset date has been extended until January 1, 2010 giving the Commission the opportunity to visit the important questions which are part of the strategic planning process.

Steps for Strategic Planning (Source: Department of Finance):

Strategic planning helps an agency ask four basic questions:

Where are we now?
Where do we want to be?
How do we get there?
How do we measure our progress?

(NOTE: The Commission will focus on Steps 2, 3, and 4 at the Strategic Planning Meeting)

BASIC PROCESS FOR AGENCY STRATEGIC PLANNING:

Step 1: Conduct an internal/external assessment

Step 2: Define the agency mission and express the agency's principles.

Step 3: Articulate a vision for the agency.

Step 4: Establish agency goals and objectives for the agency as a whole, based consideration of external factors and internal capacities.

Step 5: Identify performance measures for the agency goals and objects and set performance targets.

Step 6: Communicate the agency mission, principles, goals and objectives to every levels of the agency. Action plans are then developed to implement the agency strategic plan.

Step 7: Define program and subprogram missions and establish program and subprogram goals (based on internal/external assessment, including a consideration of resources needed for achievement) that are consistent with the agency mission, principle, and goals.

Step 8: Develop measurable program and subprogram objectives, build strategies, and identify resources necessary to implement strategies and accomplish objectives. Intermediate performance measures targets should be established for each object that represents incremental improvement.

Step 9: Develop a balanced set of significant performance measures for each program and subprogram goal and objectives and set performance targets.

Step 10: Feedback and roll up begin. Approved elements are incorporate in the appropriate portion of the program strategic plan.

Step 11: Put the agency, program and subprogram strategic plans into action and use a tracking and monitoring system to measure progress.

For additional information, review the web site (<http://www.delta.ca.gov>) or contact staff.